

# Stretton Pre-School Handbook

2016-17



**Ofsted Rated 'GOOD'**



March 2017

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## About Us

Stretton Pre-School has seen many changes over the years since we started back in 1982 and since then many children have started on their educational ladder with us. We are also very proud to have members of staff working for us who were once themselves children at our pre-school. Even though our pre-schools are well attended, our caring, experienced and friendly staff members make time to get to know all of the children in their sessions as individuals - this helps to make their time spent with us special and rewarding. **We are very proud of our Ofsted 'Good' rating for both pre-schools.**

We operate from two separate sites; Main Street and Fourfields, and although we are situated at the two sides of the village of Yaxley, children can attend either of our settings. We welcome families from the surrounding areas such as Hampton, Farcet and other locations to visit our settings and take up places if we are able to meet their needs. Both settings work closely together and have joint activities from time to time.

We hope that you find all the information you need in this handbook. Further information can be found on our website or please ask any member of staff. Please do not hesitate to get in touch if you need further information or to discuss anything in more detail – see 'Contact Us'.

## Our Pre-Schools

Our **Main Street** pre-school is located in the public Amenity Centre and is next door to Yaxley Infant School. We have use of both rooms in the building along with the play area to the front of the building which has all-weather grass and an enclosed courtyard area where the children can help to grow fruit, vegetables and flowers. We also use the local park, the school playground and the Astroturf for lots of outdoor activities.

Our **Fourfields** pre-school is located in the Fourfields CP School grounds. We have two rooms in the Community Building; a space we share with the Out Of School Club and a further dedicated room within the school itself. The Community Building has a lovely outdoor area complete with artificial grass, allowing children to play outside in all weathers, if they wish. We also have use of the school playground facilities and field, at agreed times.

## Mission Statement

Our aim is to:

- Nurture and develop the child's self esteem
- Develop a positive attitude to learning
- Allow children to use their existing knowledge and then to support children to build and extend that knowledge

## Policies & Procedures

All of our Policies & Procedures are available to view via our website ([stretton.preschool.co.uk/policies](http://stretton.preschool.co.uk/policies)) and are also available in a folder at both sites. Please ask any member of staff if you require assistance.

## Contact Us

**Website address:** [www.stretton-pre-school.co.uk](http://www.stretton-pre-school.co.uk)

**Facebook Group:** 'Stretton Pre-School'

**General email enquiries:** [stretton.preschool@yahoo.co.uk](mailto:stretton.preschool@yahoo.co.uk)

**Registered Charity Number:** 1128376

**Company Limited by Guarantee - Limited Company Number:** 6565955

**Committee Chair Person email address:** [chair.stretton@gmail.com](mailto:chair.stretton@gmail.com)

### Main Street

Stretton @ Main Street, Amenity Centre, Main Street, Yaxley, Peterborough PE7 3LU

**Pre-School Supervisor:** Charlene Baxter

**Deputy Supervisor:** Elaine Lilley

**email:** [mainstreet.manager@yahoo.co.uk](mailto:mainstreet.manager@yahoo.co.uk)

**Contact number:** 01733 248048

**OFSTED unique number for this site:** 221870

### Fourfields

Stretton @ Fourfields, Community Building, Fourfields CP School, Bentley Avenue, Yaxley, Peterborough PE7 3ZT

**Pre-School Supervisor:** Charlene Baxter

**email:** [mainstreet.manager@yahoo.co.uk](mailto:mainstreet.manager@yahoo.co.uk)

**Contact number:** 01733 746521

**OFSTED unique number for this site:** EY218231

## Term Dates

Our term dates are located at the back of this book and are also available to view on our website, Facebook page and are displayed at both sites. Please note not all training days match all the Yaxley Schools as the schools are not all the same. You are therefore advised to check our dates if you also have children at school. Dates are subject to change however as much notice as possible will be given if any changes are necessary.

## Session Times

We are open Monday to Friday, term time only, as follows;

- Breakfast Club – 8.00-9.00am (Main Street only)
- Morning sessions – from 9.00am until 12 noon
- Lunch – 11.30am-12.30pm
- Afternoon sessions from 12 noon until 3.00pm

We offer flexible hours to help meet your individual needs (minimum booking is a 2.5 hour session). Funding for 3 & 4 year olds can be used (maximum 15 hours a week). We are registered to accept 2 year old children, for whom up to 15 hours per week of funding may also be available, subject to criteria (see 'Fees & Payments' for more information).

## Settling In & Home Visit

We recommend that you come and visit your new pre-school with your child before booking. We will then arrange some free settling-in sessions prior to their start date, where you stay with your

child whilst they have a play and get used to the surroundings but with the security of a familiar adult on hand. We are flexible with the number of sessions, duration and frequency of these to suit you and your child as each child is different and some settle more quickly than others.

We can also offer a home visit where your allocated Key Person can get to know you and your child whilst we also complete some of the initial paperwork with you if you feel this would benefit you and your child.

### **Breakfast Club (Main Street only)**

A Breakfast Club is available at our Main Street site (8am – 9am) to help with earlier childcare. This is also available for children attending the Yaxley Infant School and those children are delivered safely to school for you. A range of healthy breakfast options are included. Please complete a Breakfast Club booking form available from site or download from our website to book.

### **Snacks**

All children are provided with a snack during both the morning and afternoon sessions. Items offered vary from day to day and include; fresh fruit, raw vegetables, cheese, crackers, bread sticks, toast etc. plus milk or water to drink. Sometimes the snack will be seasonal/festive or something your child has helped to make during the session. Details of what has been offered each day is written on our whiteboards. Please ensure you complete the 'Allergens' section of your registration pack to notify us of any known food allergies. Any special dietary requirement that we are notified about will be taken into consideration and snacks will always be nut and free.

### **Lunchtimes**

We recommend a SMALL healthy packed lunch as children have snack time during their session(s). Please use a **small, clearly named, plastic lunchbox as we have limited fridge space**. We do not accept fabric lunch bags for hygiene reasons. Milk and water is provided so it is not necessary to pack a drink.

**PLEASE NOTE WE ARE STRICTLY NUT FREE AT BOTH SETTINGS. Please do not include any item which has nuts as a listed ingredient.** We will send home any lunch box item that does not meet the above and if necessary provide an alternative item.

We aim to make lunchtimes relaxed and enjoyable for the children whilst encouraging them to be polite and develop good table manners. We encourage them to eat savoury items first and ask you to help us promote healthy eating habits by not including sweets, chocolate or sugary drinks.

### **Outings**

Stretton Pre-School values outdoor play and has devised many different opportunities for children to enrich their learning by using the different outdoor areas which we have access to as a learning environment. This encourages the children's learning and understanding of the world around them. Places include our gardens and enclosed areas, the local park, the school playgrounds and the astro-turf area. We may also occasionally take trips to the library, shops, fire station, church and farm. Staff members ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures. Full details of our Supervision of Children on Outings & Visits policy can be found on our website or ask on site for a paper copy.

## Clothing and Belongings

Old clothes are best for playing in. Although we use aprons for messy activities it is surprising how messy children still manage to get!

**Optional pre-school items such as T-shirts and sweatshirts with the Stretton logo can be purchased from ChromaSport, 10 Wulfric Square, Bretton ([www.chromasport.co.uk](http://www.chromasport.co.uk), Tel: 01733 262526)**

Try to dress your child in clothes they can manage themselves as this makes going to the toilet a lot easier, especially if they need to go in a hurry. No dungarees or belts please. It is helpful if children have a spare set of clothes (and nappies if needed) in a named bag left on their peg. Although we have a small supply of spare clothes it is more reassuring for the child to have their own clothes. Please name your child's bag clearly on the outside. Please don't worry if your child does have a wet accident. Please support us by not making a big deal out of the accident, as this helps children make quicker progress with toilet training.

Please put your child's name in all items that can be taken off e.g. Wellington boots, coats, jumpers, etc. Soft footwear is best for pre-school e.g. trainers, plimsolls, but NOT sandals, as these are not suitable for physical play or climbing equipment. Please leave your child's coat at pre-school; we do go out in all weathers to ensure the children access some outdoor play and learning.

## Health and Well Being

Please ensure that you complete and return the Registration Form when your child starts pre-school to ensure that we have your contact details in case of illness or accident. Please also tell us immediately if your contact details change at all.

### **Accident and Illness**

Despite every effort, care and concern it is possible that your child may become ill or have an accident whilst at pre-school. Children will be assessed and treated by a qualified First Aider immediately and an Accident Form will be completed appropriately. If we feel that your child needs further medical attention, or if we are at all concerned, we will contact you immediately. Full details of our First Aid policy can be found on our website or ask on site for a paper copy.

**After diarrhoea and/or vomiting, parents/carers are asked to keep children away from pre-school for a minimum of 48 hours after the last incident to prevent the risk of infection.**

### **Medicines**

If your child has prescribed medication, including asthma inhalers, they may attend pre-school as long as their doctor agrees that they are well enough to attend. If you require our staff to administer prescribed medication you will need to request and complete the relevant forms giving your consent along with full written details of the treatment.

If a child has been prescribed an inhaler/pump for asthma or other conditions they will not be allowed to attend pre-school if the relevant (and within date) inhaler/pump is not provided by parent/carers.

Our detailed 'Managing children with allergies or who are sick' and 'Administering Medicines' can be found on our website, or ask on site for a paper copy.

### **Head lice**

If you discover that your child has head lice, please treat as soon as possible and please inform the pre-school so that we may notify other parents to check their children so that the problem is quickly dealt with. It is well worth checking your child's head on a weekly basis. If you require any further

information on the best way to deal with an outbreak please speak to your local pharmacist or practice nurse.

### **Safe in the Sun**

In the summer months please ensure your child has a named sunhat, although we do have a limited supply if you forget. Please apply sun cream to your child **before** they arrive at pre-school (even if it is dull in the morning) and bring their sun cream clearly named for us to reapply during the day if necessary.

### **Nappy creams and teething gels**

We want children to be comfortable when they are with us. If you know that your child may need nappy cream and/or teething gel during their time at pre-school then please bring a supply, clearly labelled with your child's name for us to use. You will also need to complete the relevant section of the Children's Registration form to give your consent for us to apply them if we feel it is necessary.

### **Non-smoking policy**

Our pre-schools comply with Health & Safety law regarding smoking inside and outside the buildings. Staff members are asked not to smoke in view of children at our pre-schools and we respectfully ask parents/carers to do the same. This includes the use of e-cigarettes, cigars etc.

### **Behaviour**

Our pre-school believes that children flourish best when their personal, social and emotional needs are met and where they know how they are expected to behave and are free to play and learn without fear of being hurt or unfairly restricted by anyone else. We aim to provide an environment where there is acceptable behaviour and where children learn to respect themselves, other people and their environment. We require all staff, volunteers and students to use positive strategies for handling any conflict or inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the child's age and stage of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable, distraction, praise and reward. We will support children to gain control of their feelings, so that they can learn a more appropriate response or reaction in a situation.

We have a named person (Charlene Baxter) who has overall responsibility for our programme for supporting personal, social and emotional development, including issues concerning behaviour. Full details of our 'Achieving Positive Behaviour' policy can be found on our website or ask on site for a paper copy.

### **Inclusion**

Stretton Pre-School respects and values children from any racial origins, religions, special needs, cultures, languages and backgrounds. We value all children and adults equally and as individuals. We do not discriminate in any way and all children and adults are welcome at our pre-school. We want all children to feel happy and secure during their time with us and this can only be achieved with an equal partnership between home and pre-school.

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the Site Supervisor or your

child's Key Person. Full details of our 'Valuing Diversity and Promoting Equality' policy can be found on our website or ask on site for a paper copy.

## Parental Involvement

We believe strongly that children benefit enormously when parents and pre-school work together. Stretton Pre-School values and enjoys good relationships with parents/carers. There are many ways in which we welcome their support and help. This includes taking a shared interest in the child's progress and record keeping. You may also be interested in helping out in other ways such as volunteering to be a member of our committee, help on local outings or in the occasional session.

Full details of our 'Parental Involvement' policy can be found on our website or ask on site for a paper copy.

## Communication

Regular newsletters are provided (usually half-termly) which include news from the sites, fundraising news, diary dates and ways in which parents/carers can support us. A copy of recent newsletters can be found on our website.

We use emails and a text messaging service for reminders and information as much as possible to save on paper but do also send some letters home if necessary. Please provide us with your mobile telephone number and email address using the form included in your starter pack if you consent to receive these, and inform us as soon as possible if your details change.

If you use Facebook, please join our closed group 'Stretton Pre-School'. We post about what the children have been getting up to at pre-school as well as news and reminders about events etc.

We value your opinion about the service we provide and regularly seek feedback via questionnaires about what we could do to make further improvements.

## Your Child's Learning & Development

We follow the Early Years Foundation Stage (EYFS) Framework which sets the standard for the learning, development and care of young children – from birth to five. It is designed to enable all children to develop their personalities, talents and abilities irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities or gender.

Children develop quickly in the early years, and our qualified teams aim to do all they can to help children to fulfil their potential and get them ready for school within a happy, active, exciting, fun and secure environment.

### **The Characteristics of Effective Learning**

The ways in which the child engages with other people and their environment – ***playing and exploring, active learning, and creating and thinking critically*** – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

Children should mostly develop the **3 prime areas first**. They are those most essential for your child's healthy development and future learning. These are:202

- Communication and language
- Physical development
- Personal, social and emotional development

As children grow, the prime areas will help them to develop skills in **4 Specific areas**. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. This is a bit like a school curriculum, but suitable for very young children. It is designed to be really flexible so that staff can follow your child's unique needs and interests, and includes both indoor and outdoor activities.

For more detailed information about how we use the EYFS at Stretton Pre-School please speak to any member of staff. You will also find a link to 'Development Matters in the Early Years Foundation Stage' on the 'Forms & Letters' section of our website.

### **Record Keeping – Your Child's Progress**

At Stretton Pre-School we ensure that all children have a personal 'Learning Journal' which records photos, observations and comments in line with the Early Years Foundation Stage (EYFS), to build up a record of the child's interests and achievements during their time at pre-school.

This journal enables us to understand their level of achievement, interests and learning styles and then to shape the learning experiences for each child reflecting on those observations.

Each child will have a Key Person allocated to them who will be responsible for the compilation of their Learning Journal. Stretton Pre-school uses a secure online Learning Journal system (Footsteps), allowing staff to access the information via a personal password protected login.

The Footsteps online Learning Journal system is hosted on a dedicated server based in the UK. Access to information stored on Footsteps can only be gained by personal email address and password. Please tell us if you do not give your consent for photographs of your child to appear in other children's Learning Journal.

### **Transition to Primary School**

At Stretton Pre-School we place great importance in a successful transition to primary school when the time comes. We are ideally located with both Yaxley Infant School and Fourfields Primary School. We meet regularly with staff from both and organise a detailed programme of visits and events designed to familiarise the children with their new school.

If your child will be attending another school to those mentioned please speak to your Key Person. We will liaise with the school to discuss their transition.

Sessions for children who are due to start school the following September include more independent learning to help with school readiness. Feedback from the local schools is very positive about the benefit of these sessions.

### **Use of Images**

Please see the 'Use of Images Consent' section of your Parental Contract form. This asks for your signed consent concerning the taking and using of photographic images in the following situations;

- As evidence for children's Learning Journals

- For use on our Facebook Group (closed group), our website, in Newsletters and other publications such as the Yaxley Gazette
- For parents wishing to take their own photos/videos at pre-school events

It is a requirement of the Data Protection Act that we have your consent. We have adopted certain safeguards in order to minimise any risk to your child. We will not publish or associate your child's full name with any image. Only appropriate images will be taken, for example children will always be fully dressed and in designated areas. Images will be kept securely and destroyed after their required time. Any external photographer will have the validity of their organisation checked.

## **Child Protection**

Parents and Carers should be aware that the pre-school has a duty to take reasonable action to ensure the welfare and safeguarding of the children in its care. In cases where a staff member has cause to be concerned that a child in their care may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the Cambridgeshire Child Protection Procedures and inform Social Care of their concern. This may involve a follow up visit to the home by a Social Worker. We have Designated Persons for Child Protection at both sites and all staff members undergo Basic Child Protection training. Full details of our Child Protection policies & procedures can be found on our website or ask on site for a paper copy.

**For help and advice you can telephone the Children's Social Care Department on 0345 045 5203  
ALL STAFF ARE CLEARED BY THE DISCLOSURE & BARRING SERVICE (DBS) – FORMERLY CRB**

## **Collection Policy**

Please complete and return the 'Authorisation for the Collection of Children' form included in your starter pack about who is authorised to collect your child from pre-school. Should you wish to change these details at any time you must complete and sign a new form to give your permission for your nominated person to collect your child, either on a specific date, or for them to be added to the authorised list. The full 'Uncollected Child' Policy can be found on our website or ask on site for a paper copy.

**No child will be released from pre-school to an unauthorised person.**

## **Fees and Payments**

As of September 2016 our fees are as follows:

- £4.20 per child, per hour
- An Annual Registration/Administration Fee (£20 first year on joining/£15 subsequent years in September)
- 25p charge per snack (1 during the morning session and 1 during the afternoon session)

Stretton Pre-School will review fees annually in the Summer Term. All existing parent/carers will be notified in writing of any planned changes to fees by the end of the academic year.

### **Funded children**

Stretton Pre-School operate Government Funded places for 3 and 4 year olds. All children are eligible from the term following their third birthday. We will inform you when your child is eligible to receive the funding.

We are registered to care for two year olds and funding for two year olds, from the term following their second birthday, is available for families who meet the eligibility criteria. Please speak to a senior member of staff who will assist if you think you may be eligible.

***The charges shown above in the 'Fees' section do not apply if you are only accessing your funded entitlement with Stretton Pre-School. However, if a funded child also attends additional non-funded hours then the Annual Registration Fee is charged and snack charges will be applied, but only for those sessions that are not funded.***

### **Invoicing**

Fees are invoiced monthly in advance and payment is due by the 1<sup>st</sup> of the month. If your child starts part way through a month you will receive your first invoice straight away, for the part-month. Where possible we prefer to email your invoice however this can be printed for you if you prefer.

### **How to Pay**

Our preferred methods of payment are;

- BACS – see invoice for details. Please use your child's name as a payment reference when setting up your transaction
- Childcare Vouchers – please advise us of the voucher company, reference name or number used. Allow up to 5 days for vouchers to reach our account when setting up your payment.

However, if this is not possible you can pay by;

- Cheque – payable to 'Stretton Pre-School' with your child's name on the reverse
- Cash – in a sealed envelope clearly marked with your child's name and invoice number.

A receipt will be issued for all cash payments handed in to pre-school, however it is the parent/carer's responsibility to ensure that they have been given a receipt.

### **Non-Payment of Fees**

We rely on regular payments to enable us to provide a consistent level of service to all our families as well as meet our ever-increasing overheads. Stretton Pre-School is a registered charity and takes non-payment of fees very seriously. Payment is due by the 1<sup>st</sup> of each month. Where payment is not received by the 5<sup>th</sup> day of the month, any non-funded hours will be withdrawn immediately until payment is received. A late payment fee of £10 will be levied if payment is not received by the 7<sup>th</sup> day and ultimately County Court action will also apply if payment is not made.

### **Payment Difficulties**

We recognise that families do have times when meeting payments can become difficult. To enable us to help you avoid the non-payment process detailed above, please contact your Site Supervisor or email us at the earliest opportunity if you are having problems making a payment. We may be able to arrange a payment plan for you.

### **Giving Notice To Leave**

A minimum of 2 weeks' notice is required, in writing, if you wish to remove your child from Stretton Pre-School.

## **Stretton Pre-School Committee**

As a registered charity, Stretton has a voluntary committee that works alongside the management team to help keep the pre-school running smoothly. The committee members are trustees of the pre-school and responsible for fundraising, and are closely involved in overseeing the finances and

the overall business aspects of running the pre-school. The committee is elected at the Annual General Meeting and usually meets each half-term.

Fun events during the year raise vital additional funds. The money is then available to buy toys and educational equipment, pay toward special events and to improve the environment of the two sites. Past events have included Children's Halloween Party, Summer & Christmas Fairs, Children's Easter Party, Fashion Shows etc. and we hope that you will actively support these events.

If you would like to learn more about what is involved or to volunteer in any way, please get in touch on [chair.stretton@gmail.com](mailto:chair.stretton@gmail.com) or via your pre-school.

### **Making a Complaint**

We believe that everyone involved with our settings is entitled to be treated with equality and respect and can expect courtesy and prompt, careful attention to their needs. We welcome suggestions on how to improve our pre-school and we will work with families to address concerns. We anticipate that most concerns will be resolved quickly and informally at the first point of contact however if this is not the case we have a set procedure for dealing with complaints. We aim to bring all complaints to a satisfactory conclusion as quickly as possible. Full details of our 'Making a Complaint' policy can be found on our website or ask on site for a paper copy.

### **And Finally**

We hope this handbook has provided you with all the practical information you need about life at Stretton Pre-School however we know that there may be questions you have now, or in the future, that are not answered here. Please do not hesitate to ask any member of the team – we are all here to help you and your child get the most out of their time with us.

**We hope that your child(ren) will be very happy at Stretton Pre-School.**

## Term Dates 2016 - 2017

### 2016

<b>Training day</b>	<b>Thursday 1 September</b>
<b>Training day</b>	<b>Friday 2 September</b>
<b>Autumn terms opens</b>	<b>Monday 5 September</b>
<b>Half term</b>	<b>Monday 24 October – Friday 28 October</b>
<b>Autumn term closes</b>	<b>Tuesday 20 December</b>

### 2017

<b>Training day</b>	<b>Wednesday 4 January</b>
<b>Spring term opens</b>	<b>Thursday 5 January</b>
<b>Half term</b>	<b>Monday 13 – Friday 17 February</b>
<b>Spring term closes</b>	<b>Friday 31 March</b>
<b>Summer term opens</b>	<b>Tuesday 18 April</b>
<b>May Day</b>	<b>Monday 1 May</b>
<b>Half term</b>	<b>Monday 29 May - Friday 2 June</b>
<b>Training day</b>	<b>Monday 5 June</b>
<b>Summer term closes</b>	<b>Thursday 20 July</b>
<b>Cleaning day</b>	<b>Friday 21 July</b>

Pre-school is closed for training and cleaning days as shown above.

NB: Not all training/cleaning days are the same as all Yaxley schools.

**DATES ARE SUBJECT TO CHANGE HOWEVER AS MUCH NOTICE AS POSSIBLE WILL BE GIVEN IF ANY CHANGES ARE MADE.**